



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
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IN REPLY REFER TO

NAVAIRINST 7030.5D
AIR-7.6.2
13 Jan 00

NAVAIR INSTRUCTION 7030.5D

From: Commander, Naval Air Systems Command

Subj: RESPONSIBILITIES AND PROCEDURES FOR ISSUING
INTERDEPARTMENTAL PURCHASE REQUESTS

Ref: (a) Federal Acquisition Regulation, subpart 17.5
(b) OPNAVINST 4000.79A
(c) NAVCOMPT Manual Para. 035401
(d) NAVCOMPT Manual Para. 035403
(e) NAVCOMPT Manual Para. 035404
(f) NAVAIRINST 7300.8C
(g) ASN (RDA) ABM memo of 23 Jan 95
(h) ASN (RDA) ABM memo of 30 Jun 95

Encl: (1) DD form 448, Military Interdepartmental Purchase
Request
(2) Determination and Findings for an Economy Act Interdepartmental Purchase
Request

1. Purpose. To outline the policy and procedures within the Naval Air Systems Command (NAVAIR), including the Program Executive Officers (PEOs), for issuing Interdepartmental Purchase Requests (IPRs) to obtain materials or services from government agencies outside the Department of Defense (DoD).

2. Cancellation. This instruction supercedes NAVAIRINST 7030.5C of 2 Jul 1996. Since this is a major revision, changes are not indicated.

3. Scope. The provisions of this instruction apply to any component of NAVAIR and the PEOs for all interagency procurement requests issued to any organization outside of the DoD. Regardless of the document type used, this kind of procurement falls under the statutory requirements of the Economy Act (Title 31 U.S.C. 1535) as implemented by reference (a). As such, these IPRs are considered Economy Act Orders.

4. Background. An Economy Act Order is any interagency order issued for goods or services that is not specifically excluded from the requirements of the Economy Act. The U.S. Coast Guard is designated by statute as a military service. Additionally, they are an agency of the Department of Transportation (DOT). As such, they are not exempt from the statutory requirements of 31 U.S.C. 1535. Although, due to interservice support

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agreements (per reference (b)), they will be issued Military Interdepartmental Purchase Requests (MIPRs) using the document type "MP". State governments, although not specifically covered under the Economy Act, will be issued the MIPR form using the document type "IP". The U.S. Coast Guard, state governments and all other non-DoD agencies are subject to the Determination and Findings (D&F) requirements of paragraph VI.

5. Funding. Reference (c), the Navy Comptroller (NAVCOMPT) Manual specifies that a reimbursable Economy Act order is an order issued under the authority contained in Title 31 U.S. Code 1535. Reference (d) states that reimbursable orders are to be used by all components of the Department of the Navy (DoN) for requesting work or services of any kind from any government-owned and operated establishment. Therefore, all NAVAIR interagency procurement will be accomplished on a cost reimbursable basis under the provisions of the Economy Act. Requests for material or services will be initially financed by the appropriation of the procuring or performing agency with subsequent collection from the requesting agency upon delivery of the material or services. Economy Act orders do not extend the obligational life of the appropriations beyond that authorized by Congress. Therefore, all interagency procurements will contain a statement, typed in the description section, as to when funds expire for obligational purposes as well as a date that all work must be completed.

6. Procedures

a. The DD form 448, (Jun 72), Military Interdepartmental Purchase Request, (see enclosure (1)), issued as an "IP" document type, is the required form prescribed by NAVCOMPT for interagency IPRs per reference (e). The following statement should be typed in the description section of the DD form 448 (Jun 72), "This Interdepartmental Purchase Request is issued as an Economy Act Order following Federal Acquisition Regulation 17.5". Funding documents issued to state governments will not contain the "Economy Act" statement, but must provide the information required by enclosure (2) and are subject to the D&F requirements of enclosure (2). Interdepartmental funding documents issued to the U.S. Coast Guard as an "MP" document type will contain the "Economy Act" statement and are subject to the statutory requirements of 31 U.S.C. 1535 and the D&F requirements of enclosure (2).

b. Addressees will follow the procedures outlined in reference (f) for document preparation of the DoD form 448 (1 Jun 72), when processing IPRs for release by the responsible Comptroller Office.

c. Per reference (a), as implemented by references (g) and (h), a D&F must be completed and approved for IPRs issued under the authority of the Economy Act prior to issuance. No other agreement (i.e., Memorandum of Understanding) between the requiring organization and the performing organization is an acceptable alternative to the D&F. Because General Services Administration (GSA) is no longer a required source of supply for Information Technology (IT), interagency orders to GSA are Economy Act orders and D&Fs are required with the following exception. IT resources may be obtained from GSA government-wide IT programs that are funded on a reimbursable basis through the IT Fund established at 40 U.S.C. 757 without relying on the authority of the Economy Act, hence no D&F is required. These GSA programs

include the Federal Systems Integration and Management Center (FEDSIM) and the Federal Computer Acquisition Center (FEDCAC).


(1) All D&Fs, enclosure (2) will be prepared by the originating office and forwarded, along with the draft IPR, statement of work, and/or any other supporting documents, to the cognizant Naval Air Systems Command Headquarters (NAVAIRHQ) or field activity Procurement Contracting Officer (PCO) for review, coordination with counsel and signature. NAVAIRHQ or field activity PCOs shall obtain a D&F number from NAVAIRHQ, Policy and Process Management Department (AIR-2.1) for tracking purposes prior to submission for approval. PCOs will generally submit completed D&Fs to a contracts competency member of the Senior Executive Service (SES) in NAVAIRHQ for approval. However, approval authority for orders to agencies not subject to the Federal Acquisition Regulation (FAR) is the Assistant Secretary of the Navy (Research, Development & Acquisition) ASN (RD&A). These agencies include, but are not limited to, the Federal Aviation Administration (FAA), Central Intelligence Agency (CIA), Tennessee Valley Authority (TVA), and the Library of Congress. Approval authority for orders placed by Special Access Programs and for orders with the DOT Volpe Laboratories, is ASN (RD&A) Acquisition and Business Management (ABM). While approval authority resides at NAVAIRHQ, information copies of approved D&Fs for interagency orders to the Department of Energy's Federally Funded Research and Development Centers shall be forwarded to ASN(RD&A) ABM. Once approved, a copy of every D&F must be provided to NAVAIRHQ, AIR-2.1.

(2) NAVAIR field activities without on site PCOs will complete a D&F and forward it, along with the draft IPR, to their cognizant PCO in NAVAIRHQ. PCOs will then determine the approving official based on the agency receiving the funds and forward the D&F for approval. Once approved, a copy of every D&F must be provided to NAVAIRHQ, AIR-2.1.

d. Effective immediately, Managerial Accounting Division (AIR-7.6.2) is not the responsible office for signing and releasing all IPRs. Rather, IPRs should be forwarded to the respective Comptroller Department (AIR-7.6) Budget Formulation, Justification, Executive Division (AIR-7.6.1) cognizant for the appropriation cited on the document for signature and release. Amendments to IPRs requiring any change in funding or scope are also subject to the D&F requirements of enclosure (2). Amendments that require no change in funding or scope should be submitted directly to the responsible Comptroller division and do not require further review.

7. Form. DD Form 448, (1 Jun 72), Military Interdepartmental Purchase Request, can be obtained electronically from: web1.whs.osd.mil/icdhome/FORMS.HTM.

(See next page for distribution)


J. A. Decker
Acting Comptroller

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MILITARY INTERDEPARTMENTAL PURCHASE REQUEST						1. PAGE 1 OF 1 PAGES	
2. FSC		3. CONTROL SYMBOL NO.		4. DATE PREPARED		5. MIPR NUMBER	
7. TO:				8. FROM: (Agency, name, telephone number of originator)			
9. ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED.							
ITEM NO.	DESCRIPTION <small>(Federal stock number, nomenclature, specification and/or drawing No., etc.)</small>	QTY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE		
a	b	c	d	e	f		
<p>This Interdepartmental Purchase Request is issued as an Economy Act Order in accordance with Federal Acquisition Regulation 17.5.</p> <p>Funds expire for obligational purposes on _____.</p> <p>Work Completion date _____.</p>							
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.						11. GRAND TOTAL	
12. TRANSPORTATION ALLOTMENT (Use FOB Contractor's plant)				13. MAIL INVOICES TO (Payment will be made by)			
PAY OFFICE DODAAD							
14. FUNDS OR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.							
ACCN	APPROPRIATION	LIMIT/FLYHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION			ACCTS STA DODAAD	AMOUNT
15. AUTHORIZING OFFICER (Type name and title)				16. SIGNATURE		17. DATE	

DD FORM 448
1 JUN 72

PREVIOUS EDITION IS OBSOLETE.

S/N 0102-LF-004-6501

Encl (1)

Determination and Findings for an Economy Act
Interdepartmental Purchase Request

IPR Number _____ D&F# _____ - _____

(NOTE: Italicized text herein is for guidance and shall be removed once the appropriate insertions have been made to the document. PCOs will contact Policy and Process Management Department (AIR-2.1.1) for assignment of an AIR D&F number for control and tracking purposes. AIR-2.1.1 should be advised if the D&F is to be a class D&F, and identify the initial increment as well as the total ceiling amount of the D&F. The IPR number and the D&F number should be on each page of the D&F. Economy Act D&Fs should be on letterhead; if not, NAVAIR should be clearly identified as the requesting activity. D&Fs requiring approval by ASN (RD&A) ABM or ASN(RD&A) shall be transmitted via a forwarding letter signed by AIR-2.0 or Deputy Assistant Commander for Contracts (AIR-2.0A).

Pursuant to FAR 17.502, I have determined that an interagency acquisition under the Economy Act (31 U.S.C. 1535) is in the best interest of the government, based upon the following:

FINDINGS

1. This action, to obtain (Describe supplies/services to be acquired) from (Identify servicing agency), does not conflict with any other agency's authority or responsibility. This procurement action is following the Economy Act. The value of this requirement is \$ _____. (If class D&F, indicate both the total amount and the value of the initial increment).
2. Legal authority for this acquisition otherwise exists.
3. This action complies with FAR 6.002, in that this action is not being entered into with another agency for the purpose of avoiding competition requirements.
 - a. (If Sole Source) NAVAIR has provided (the Servicing Agency) with the necessary justification for Sole Source procurement.
 - b. (If Competitive) this action is deemed to be competitive because _____.
4. This action is in the best interests of the government because:
 - a. (Explain why ordered supplies or services cannot be provided as conveniently and economically by contracting directly with a private source).

Enclosure (2)

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Determination and Findings for an Economy Act
Interdepartmental Purchase Request

IPR Number _____ D&F# _____ - _____

- b. *(Explain the servicing agency's unique expertise or ability not available within (DoD)).*
- c. *(Explain how the supplies or services are clearly within the scope of the servicing agency's mission, and if the servicing agency will contract for NAVAIR's requirement, are something the agency normally contracts for itself).*
5. *(If Non-Commercial, i.e., will be performed in-house by the servicing agency). This acquisition conforms to the requirements of FAR 7.3, Contractor versus Government Performance. Those supplies and services obtained from federal sources cannot be performed as conveniently or more economically by a private contractor. (A statement to this effect is required in D&Fs only if the servicing agency will perform the order in-house, otherwise delete and renumber subsequent paragraphs).*
6. Requirement Initiator (Code _____) has checked with the procuring agency and to the best of our knowledge and belief the agency is complying with all applicable laws and regulations, and can perform contract administration. *(Or no contract administration will be required, as the work will be done in-house).*
7. *(If a fee is paid), (Identify Servicing agency) _____ charges the Navy a fee of (____%) which equals \$_____. The fee charged does not exceed the actual or estimated costs of entering into the contract or order for NAVAIR. (Reasonable fees have generally approximated 1-5 percent; if the proposed fee is higher, originators should obtain a written statement from the servicing agency that the fee charged does not exceed the servicing agency's actual or estimated costs of entering into and administering the contract (or order) for NAVAIR. Do not compare NAVAIR's costs to do the contracting itself to the servicing agency's fee. NAVAIR's costs are not relevant to whether the servicing agency's fee reasonably reflects its actual/estimated costs and should not be addressed in the D&F).*

DETERMINATION

8. Based on the information provided above:
- a. The ordered supplies or services cannot be provided as conveniently and as cheaply by contracting directly with a private source.
- b. *(The Servicing Agency) has unique expertise or an ability not available within the Department of Defense.*

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Determination and Findings for an Economy Act
Interdepartmental Purchase Request

IPR Number _____ D&F# _____ - _____

c. The supplies or services clearly are within the scope of activities of (The Servicing Agency) and (insert servicing agency) normally *(select one)* contracts for or performs those supplies or services itself.

Requirement Originator _____ Date _____
(Organization/Code)

Contracting Officer _____ Date _____
(Organization/Code)

Reviewed and approved as to form and legality;

Counsel _____ Date _____
(Organization/Code)

Approving Official _____ Date _____
(Name, Grade, and Code)

(Must be Senior Executive Service or Flag Level)